

DDA

ODP 4168-77
28 NOV 1977

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant for Information, DDA

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Management Conferences - ADP Objectives

REFERENCE : Memo for Office Directors from ADDA dtd
14 Nov. 77, same subject (DDA 77-5989)

1. The referent memorandum establishes joint Management Conferences on DDA ADP Objectives. Primary responsibility for preparing necessary information for the Conferences has been given to the sponsoring Office Directors. I have been asked to contact each Office Director to work out a mutually acceptable procedure for coordinating the preparation. The purpose of this memorandum is to suggest procedures to follow in preparing for the Conferences. I will assume the procedures described below to be satisfactory unless I hear from you.

2. The Responsible Officer in ODP (Attachment A) will assist the Responsible Officer in the sponsoring component in preparing the initial Action Plan at the beginning of each fiscal year. The initial Action Plan will be approved by the sponsoring Office Director after concurrence of the Director of Data Processing. As the first Conference will cover the first quarter of FY 1978 (October-December), we should complete the preparation and coordination of the Action Plans no later than 15 December 1977.

3. Quarterly, the Responsible Officer in the sponsoring component should prepare the following, with assistance from the ODP Responsible Officer:

a. An update of the Action Plan (see sample, Attachment B).

b. A Narrative Report to support the Action Plan (see sample, Attachment C).

c. A one page briefing paper based upon the Narrative Report (see sample, Attachment D).

4. The schedule for preparation for the first Conference is attached (Attachment E).

5. I have been given the responsibility to lead the discussion on these joint ADP Objectives. For the initial meeting I would like for each of you to be prepared to describe your project, what it is intended to accomplish, and the Action Plan supporting the project. I will then report on the status, identifying any issues, using the one page briefing sheets as the vehicle.

6. If you have any comments or questions, please call me. The ODP contract point at the working level is Mr. Jay

Clifford D. Day, Jr.

Att: a/s

cc: DD/A/ODP
DD/P/ODP
C/MS/ODP
C/MAS/DDA

O/D/ODP/ [REDACTED] ee/11-22-77